



Ajman Licensing required Documents and Procedures

UAE or GCC national

Documents Required:

- filling out the required license application form
- Passport copy + civil register (nationality) copy
- Detailed site location plan + (lease contract when checked) or a duplicate of the title deed in the event the license holder is the owner of the building

Procedures:

1. Submitting the application for approval and labeling the business activity and referring it to Inspection Section for inspection of the site.
2. Inspecting the site by the Inspection Section.
3. After checking the appropriacy of the site for the business activity, the application shall be computerized. A letter shall be written to the Chamber of Commerce for the trade name as well as issuance of cash collection warrant for fees.
4. The applicant completes Chamber of Commerce procedures, followed by Civil Defense registration and payment of necessary fees.
5. The application and attached documents should be handed over to applications reception desk. The applicant is issued a receipt stating the collection date of the completed papers.
6. Handing over the license and attachments (certificate + inspection card).

Companies

Documents Required:

- filling out the required license application form - passport copy + civil register (nationality) copy
- Passport copies of non-UAE partners in addition to their “No Objection” certificates approved by their sponsors
- Detailed site location plan + (lease contract when checked) or a duplicate of the title deed in the event the license holder is the owner of the building

Procedures:

1. Submitting the application for approval and labeling the business activity and referring it to Naturalization and Residency Department and to Inspection Section for inspection of the site
2. Inspecting the site by the Inspection Section.
3. After checking appropriacy of the site for the business activity, the application shall be computerized. A letter shall be written to the Chamber of Commerce for the trade name as well as issuance of cash collection warrant for fees.
4. The applicant completes Chamber of Commerce procedures, followed by Civil Defense registration and payment of necessary fees.
5. Company contract should be attested by the notary public; besides, company [incorporation] fees should be paid to the Ministry of Commerce.
6. The application and attached documents should be handed over to applications reception desk. The applicant is issued a receipt stating the collection date of the completed papers.
7. Handing over the license and attachments (certificate + inspection card).



Services Agent – Business Company

Documents Required:

- filling out the required license application form
- Passport copy + civil register (nationality) copy
- Passport copies of non-UAE partners in addition to their “No Objection” certificates approved by their sponsors
- Detailed site location plan + (lease contract when checked) or a duplicate of the title deed in the event the license holder is the owner of the building

Procedures:

1. Submitting the application for approval and labeling the business activity and referring it to Naturalization and Residency Department and to Inspection Section for inspection of the site.
2. Inspecting the site by the Inspection Section.
3. After checking appropriacy of the site for the business activity, the application shall be computerized. A letter shall be written to the Chamber of Commerce for the trade name as well as issuance of cash collection warrant for fees.
4. The applicant completes Chamber of Commerce procedures, followed by Civil Defense registration and payment of necessary fees.
5. Services Agent / Business Company contract should be approved as necessary by the competent official at the Commercial Licensing Section.
6. The application and attached documents should be handed over to applications reception desk. The applicant is issued a receipt stating the collection date of the completed papers.
7. Handing over the license and attachments (certificate + inspection card).

License of Branch for Ajman-based Head Office

Documents Required:

- filling out the required license application form
- A copy of the valid Head Office license
- Detailed site location plan + (lease contract when checked) or a duplicate of the title deed in the event the license holder is the owner of the building

Procedures:

1. Submitting the application and attachments for approval and referring it to Inspection Section for inspection of the site
2. Inspecting the site by the Inspection Section
3. After checking appropriacy of the site for the business activity, the application shall be computerized. A letter shall be written to the Chamber of Commerce for the trade name as well as issuance of cash collection warrant for fees
4. The applicant completes Chamber of Commerce procedures, followed by Civil Defense registration and payment of necessary fees
5. Services Agent / Business Company contract should be approved as necessary by the competent official at the Commercial Licensing Section
6. The application and attached documents should be handed over to applications reception desk. The applicant is issued a receipt stating the collection date of the completed papers.
7. Handing over the license and attachments (certificate + inspection card)



License of Branch for Outside Ajman Head Office

Documents Required:

- filling out the required license application form
- A copy of the valid Head Office license in addition to a copy of the articles of association and applicable appendices and a written statement by partners pertinent to opening the branch (as per the articles of association)
- Detailed site location plan + (lease contract when checked) or a duplicate of the title deed in the event the license holder is the owner of the building

Procedures:

1. Submitting the application and attachments for approval and referring it to Inspection Section for inspection of the site.
2. Inspecting the site by the Inspection Section.
3. After checking appropriacy of the site for the business activity, the application shall be computerized. A letter shall be written to the Chamber of Commerce for the trade name as well as issuance of cash collection warrant for fees.
4. The applicant completes Chamber of Commerce procedures, followed by Civil Defense registration and payment of necessary fees .
5. The application and attached documents should be handed over to applications reception desk. The applicant is issued a receipt stating the collection date of the completed papers.
6. Handing over the license and attachments (certificate + inspection card).

For more info, please contact us

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